



City of Tempe

FLEET SERVICES SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	530	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$30.344712
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$40.965385
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Streets Supervisor
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from an assigned area manager and/or other managerial staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of experience as an employed professional mechanic responsible for comprehensive and complete diagnosis and repair of all “bumper to bumper” automotive and/or diesel equipment systems. Also requires three years of supervisory or lead responsibility managing a work group of 5 or more employees
<i>Education:</i>	Equivalent to completion of an Associate’s Degree or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none">● Must possess and maintain a valid driver’s license.● Possession of a valid Arizona Class A Commercial Driver’s License is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, organize, assign, supervise and coordinate the daily work of crews and contractors involved in vehicle and equipment repair and maintenance. To maintain the City’s infrastructure systems and assets to its highest level, by reducing cost and providing seamless service to customers.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Utilize software and technology efficiently to coordinate shop workflow, assign workload to staff, create work orders and update workflow in the City's Fleet Management Information System (FMIS); review completed work orders for correct information regarding labor times, job notes, and parts and fluid charges.
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Develop and implement cost saving measures and operational goals to achieve overall efficiencies; implement and oversee employee and/or operational efficiency improvement projects and processes as directed.
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Oversee shop safety to ensure employee adherence to best safety practices according to federal, state and local regulations; ensure shop tools and equipment are safe for employee use and free from damage or defects.
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases; assist with the preparation of divisional budget requests and recommendations;
- Responsible for the design, implementation, and maintenance of data in various computerized systems; identify and analyze problems; develop and present solutions from analyzed data;
- Demonstrate superior seamless customer service by coordinating workgroup activities with other divisions, city departments, and outside agencies with the commitment to innovation and integrity;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core industry functions against other local and national industry functions;
- Become a member of and participate in local and national industry organizations; research and evaluate new ideas, concepts, products, services, and equipment options; make recommendations and assist in implementation of the aforementioned;
- Act as a support to citizen advisory boards, commissions and committees;

- Communicate verbally with customers, clients or the public in face-to-face, one-to-one settings, in group settings, or using the telephone;
- Produce written documents meeting management expectations regarding content and formatting;
- Review and check the work products of others to ensure conformance standards; implement coordination of divisional training for employees;
- Identify areas needing repair and maintenance and take corrective action;
- Oversee and participate in all related aspects of maintenance for assigned area;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;
- Develop guidelines and requirements for projects in assigned areas, including reviewing and approving plans; prepare specifications for contracts; inspect the work of contractors; prepare inspection reports and maintain records of all areas maintained under contract; and ensure proper compliance with contract conditions;
- Oversee and manage specific work areas and complete special projects;
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;
- Oversee volunteer program in appropriate work areas; monitor volunteer work assignments and projects; review work product along with methods and procedures;
- Coordinate, contribute and use best management practices;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.);
- Operate city vehicles;
- Operate city equipment (i.e. backhoe, aerial lift, forklift);
- Use tools (i.e. hammers, wrenches, and other hand tools);
- Climb stairways and ladders;
- Traverse uneven surfaces during site visits;
- Operate computers and other office machines using repetitive hand/eye movement;
- Work out-of-doors in inclement weather during site visits;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc from PVC glue, pesticides, graffiti remover;
- May require working extended hours;

- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective March 2014

Revised November 2016 (update job duties)

Revised July 2019 (Reorg from PW – update job title, MQ's, and job duties; move to MU)